Request for Personnel Action / New Hire (DPF-67)

NEW JERSEY DEPARTMENT OF PERSONNEL - HUMAN RESOURCE INFORMATION SERVICES

ENTER TRANSACTION EFFECTIVE DATE HERE: ___ / ___ / ___

INSTRUCTIONS: *See back for instructions for the completion of this form and for explanations of the Data Codes used.* **Do not make entries in shaded areas.**

SECTION A - EMPLOYEE IDENTIFICATION, TITLE AND SALARY DATA

Employee's Name *(Last, First, Middle Initial)* | Home Address *(Only if desired for use by jurisdiction)* | Social Security Number

Juris./Dept. Code | Jurisdiction | Department | Division or Bureau

Title | Title Code | Div. | ☐ Full Time ☐ Part Time | Weekly Work Hours ____ | EEO Job Code | EEO Function Code

Base Salary $ | ♦ Rate Period: ♦ Pay Frequency: | Salary Range | Additional Compensation Type: Amount: $ | ☐ Salary Valid ☐ Salary Disapproved ☐ Above Max. ☐ Below Min. *If Disapproved: see section D below*

SECTION B - PERSONAL, EDUCATION AND MISCELLANEOUS DATA

Sex ☐ M ☐ F | EEO Ethnic Code | Date of Birth ___ / ___ / ___ | Vet. Status ☐ D ☐ V | Service Entry Date ___ / ___ / ___ | Highest Education Level Code | College Credits

Major Subject | Resident of Jurisdiction? *(If No, enter municipality and county of residence)* ☐ Yes ☐ No | Machines Operated/Licenses Required

SECTION C - TRANSACTION REQUESTED APPROVED (Do not make entries in shaded areas)

☐ **PERMANENT APPOINTMENT:**
- ☐ 101 ☐ *From Open Competitive Cert. number:* _____
- ☐ 102 ☐ *To Non-Competitive Division Position*
- ☐ 105 ☐ *From Special Reemployment Cert. number:* _____
- ☐ 106 ☐ *From Regular Reemployment Cert. number:* _____
- ☐ 104 ☐ *Specific Legislation - Citation*
- ☐ 119 ☐ *Regular Appointment recorded conditionally*

☐ 525 ☐ **UNCLASSIFIED APPOINTMENT:**
(If checked, give Citation NJSA:) _____

- ☐ 178 *Unclassified Appointment Disapproved (See Section D below).*
- ☐ 192 ● Remarks [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

Additional History:

☐ **PROVISIONAL APPOINTMENT:**
- ☐ 107 ☐ *Pending Open Competitive Examination*
- ☐ 108 ☐ *Pending Promotional Procedures*
- ☐ 174 ☐ *NJAC 4A:4-1.5 O/C Certification number:*
- ☐ 175 ☐ *NJAC 4A:4-1.5 Promotion Certification number:*
- ☐ 602 ☐ *Lateral Title Change - Qualifying Examination*
- ☐ 176 ☐ *Appointment Disapproved - O/C*
- ☐ 177 ☐ *Appointment Disapproved - Promotion*
- ☐ 117 ☐ *Provisional Appointment recorded pending review*
- ☐ 617 ☐ *Pending Specification*

☐ **TEMPORARY/EMERGENCY APPOINTMENT**
- ☐ 603 ☐ *6 months or less-aggregate*
- ☐ 605 ☐ *Grant - 12 months or less* _____
- ☐ 171 ☐ *Interim - Replacing*
- ☐ 535 ☐ *Temporary Appointment recorded pending review*

SECTION D - EXPLANATIONS *(If more space is needed, continue on back).*

FOR DEPARTMENT OF PERSONNEL USE ONLY

☐ Duties Classified As/Correct Title is:

Title: _____

Title Code: _____

SECTION E - CERTIFICATIONS AND SIGNATURES

1. EMPLOYEE: *I certify that the statements made concerning me in Section B are to the best of my knowledge true and correct.*

SIGNATURE OF EMPLOYEE: _____ DATE: _____

2. APPOINTING AUTHORITY: *I certify that the action herein requested is consistent with and conforms to pertinent Personnel Rules and Regulations and that, if an appointment, such appointment has been made is accordance with legal requirements and that the position in question has been legally established in accordance with ordinance or resolution.*

SIGNATURE _____ *Appointing Authority or Authorized Agent* Date: _____ Title: _____

(FOR JURISDICTION USE)

☐ continued on back

ADDITIONAL SIGNATURES

3. DEPARTMENT HEAD SIGN HERE _____

4. PERSONNEL OFFICER SIGN HERE _____

Enter Form Receipt Date: ▶ ___ / ___ / ___ | 1 6 0

☐ **NO LIST EXISTS** | ☐ **SPECIAL REEMPLOYMENT LIST** | ☐ **REGULAR REEMPLOYMENT LIST**

☐ **Exam Announced.** Symbol: Closing Date:

Exam Requested: OC: ☐ Prom: ☐

O/C LIST: *Symbol* | *Expiration Date* | ☐ Complete ☐ Incomplete ☐ Rejected Incomplete

PROM LIST: *Symbol* | *Expiration Date* | ☐ Complete ☐ Incomplete ☐ Rejected Incomplete

☐ **NO APPOINTMENT LIST** | ☐ **APPROPRIATE LISTS EXISTS:** *Certify as appropriate from* | ☐ O/C ☐ Promotion ☐ SRL ☐ RRL

Title of List to be used as appropriate | Symbol | Expiration Date | Information Verified by | Date

Signature | *Date* | *Signature* | *Date* | *Signature* | *Date*

Instructions

The following are general instructions for the completion of the Request for Personnel Action/ New Hire (DPF-67) form. The DPF-67 form is only to be used to report the appointment of new individuals who are not already actively employed. For specific detailed instructions please refer to your Forms Completion Manual.

Procedure:

1. This form may be completed either by typewriter or hand entry. If hand entry is used, print information clearly using a pen. (Note: Original and two copies are required for submission to the Department of Personnel.)

2. Enter the effective date of the new appointment in the "Transaction Effective Date" block at the top of the form. Fill zero's on all single number date entries -- Example: 02/09/78.

3. Complete Sections A, B, & C by inserting the requested information in the appropriate blocks. Refer to the explanations of data codes below to obtain the specific codes required.

4. Place an "X" in the appropriate box in Section C "Transaction Requested/Approved" indicating the general type of personnel transaction requested. Then, place an "X" in the appropriate box along side of the specific type of personnel transaction requested.

Example: ☒ Provisional Appointment

☒ Pending open competitive examination

☐ Pending certification of O/C list

If the desired type of transaction is not listed in Section C, indicate the specific transaction requested in Section D "Explanations". Continue on reverse side of form if additional space is needed to include information in the "Explanations" block.

5. Complete Section E "Certification & Signatures."

6. Submit the original and two copies of the DPF-67 form to the New Jersey Department of Personnel.

7. Upon receipt of the DPF-67 form, the New Jersey Department of Personnel will process the requested action, enter the approved action onto it's records, and inform you of the disposition of the action through the submission of a computer generated Mini/Employee Profile (form showing the approval action taken by DOP personnel.) Thereafter, all subsequent personnel actions taken on the employee should be submitted on a Request for Personnel Action/InterimProfile (DPF-66A) form.

EXPLANATION OF GENERAL DATA CODES

The following are explanations of the general data codes on the top sections of the DPF-67 form:

● ADDITIONAL SALARY TYPE CODE...LONGV. = Longevity, SHIFT = Shift Differential, COST = Cost of Living, BONUS = Bonus.
● COLLEGE CREDITS...For future development. Do not insert data at this time.
● DATE OF BIRTH...Month/Day/Year
● *ETHNIC CODE...W = White, not of Hispanic origin, B = Black, H = Hispanic, I = American Indian or Alaskan Native, A = Asian or Pacific Islander.
● FULL OR PART TIME CODE (Indicates whether employee works full time or part time in the title shown) ...FT = Full time, PT = Part Time.
● EDUCATION CODE...

A = Associate Degree	M = Medical Doctor
B = Bachelor's Degree	X = Less than High School
D = Doctorate Degree (PHD)	Y = Master's Degree
H = High School	Z = Specialized Training
L = Law Degree Certificate	

● EEO JOB CODE...for AA internal use only
● EEO FUNCTIONAL CODE...for AA internal use only

● JURISDICTION/DEPARTMENT CODE...This code identifies the local government jurisdiction and the department within the jurisdiction. Codes are to be taken from listings provided by the Department of Personnel.
● PAY FREQUENCY CODE (Indicates how often eployee is paid)...W = Weekly, B = Bi-weekly, M = Monthly, S = Semi-monthly, A = Once annually.
● RATE PERIOD CODE (Indicates the time period on which current base salary is based)... AN = Per Year (Annual), MO = Per Month, WK = Per Week, HR = Per Hour, PD = Per Day.
● GENDER... M = Male, F = Female
● TITLE CODE...Five digit title code obtained from Title Code Book issued by the Department of Personnel.
● WEEKLY WORK HOURS SCHEDULED...Indicates the standard work hour week to be worked by the employee being appointed. If the employee will work part time, indicate the number of hours to be worked.

*Data to be used for statistical reporting purposes only.

Explanations (continued from Section D)

For Jurisdiction Use

For D.O.P. Use (Additional History)

EFFECTIVE DATE	STATUS	TITLE	DIV.	SALARY	REMARKS

DPF-67 back Revised 8-30-00